



CITY OF SAINT PAUL
Christopher B. Coleman, Mayor

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Saint Paul, MN 55102

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HISTORIC PRESERVATION INTERNSHIP

Department of Planning and Economic Development Saint Paul Heritage Preservation Commission City of Saint Paul, Minnesota

The Department of Planning and Economic Development of the City of Saint Paul is offering an internship in historic preservation. The position will assist historic preservation staff working with the Saint Paul Heritage Preservation Commission in administering Saint Paul's historic preservation programs and projects. Specific assignments may include document and database management, writing staff reports, coordinating historic designations, interpreting design review guidelines, site research, historic preservation policy research and other tasks related to the administration of the City's preservation program.

The position is open to graduate students in historic preservation, architectural history, architectural design and urban planning. All applicants should have some background, whether course work or work experience, in historic preservation. Strong writing and organizational skills are critical. The candidate would be expected to work full-time during the 2012 summer and part-time during the school year totaling a year-long position. The pay rate is \$12.50 per hour with no benefits, and students must be enrolled for the duration of the internship.

To apply: E-mail a cover letter and resume to:

Amy Spong, Historic Preservation Specialist
Department of Planning and Economic Development
Amy.Spong@ci.stpaul.mn.us
(651) 266-6714

RESUMES AND COVER LETTERS MUST BE SUBMITTED NO LATER THAN SEPTEMBER 12th, 2011 TO BE CONSIDERED.

The Saint Paul Heritage Preservation Commission (HPC) was created as an advisory body to the mayor and City Council of Saint Paul in 1976 to protect the historic and cultural resources of the city. The HPC currently oversees 63 individually designated properties and six historic districts by reviewing changes, new construction and demolitions. The HPC also seeks to share the architectural and cultural heritage of Saint Paul with its residents and visitors through publications, signage and annual preservation awards.